

General Services

MISSION STATEMENT

The Department of General Services proactively serves the diverse business and service requirements of all County departments, providing a single point of government-to-government service, enabling departments to successfully complete their respective missions and, thereby, adding value to the services performed by Montgomery County to county residents. In so doing, the Department of General Services contributes directly towards the County Executive's objectives of "A Responsive and Accountable County Government", "Healthy and Sustainable Neighborhoods", and "A Strong and Vibrant Economy."

BUDGET OVERVIEW

The total approved FY10 Operating Budget for the Department of General Services is \$34,499,440, a decrease of \$405,310 or 1.2 percent from the FY09 Approved Budget of \$34,904,750. Personnel Costs comprise 50.3 percent of the budget for 250 full-time positions and seven part-time positions for 198.9 workyears. Operating Expenses and Capital Outlay account for the remaining 49.7 percent of the FY10 budget.

County Government Reorganization

In FY09, the County Executive implemented a reorganization of Montgomery County Government designed to improve effectiveness, customer service, accessibility, and efficiency. As part of this reorganization, the Department of General Services was created to provide more coordinated government logistics and support functions. The Department of General Services includes capital design and construction for County facilities; facilities maintenance and related services; real estate operations; printing, mail delivery and records management; and fleet management services all previously housed in the Department of Public Works and Transportation. In addition, the functions of the Office of Procurement and the Local Small Business Reserve Program (previously located in the Department of Economic Development) were consolidated into the Department of General Services. Due to the scale of operations, the Fleet Management Services budget is displayed separately. In the budget summary, FY08 actuals reflect the old organizational structure, while the FY09 budget, FY09 estimate, and FY10 budget figures reflect the new organizational structure.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Healthy and Sustainable Neighborhoods**
- ❖ **Strong and Vibrant Economy**

DEPARTMENT PERFORMANCE MEASURES

This table presents the department's headline measures or submeasures that relate to multiple programs including projections from FY09 through FY11. These estimates reflect funding based on the FY09 savings plan, the FY10 budget, and funding for comparable service levels in FY11.

Measure	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
Headline Measures					
Hours Offline for Critical Building Systems ¹	NA	NA	TBD	TBD	TBD
Percent of Projects Meeting Initial Design and Construction Costs	NA	NA	TBD	TBD	TBD
Percent of Projects Meeting Initial Design and Construction Timeline	NA	NA	TBD	TBD	TBD
Customer Service: DGS Function Average ²	2.72	2.86	3.00	3.14	3.28
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents) ³	161,857	158,558	165,184	TBD	TBD
Condition of Non-critical Building Systems and Aesthetics ⁴	NA	NA	NA	TBD	TBD
Percent of Procurements Completed in Agreed Upon Time ⁵	NA	NA	TBD	TBD	TBD

	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
County Rent vs. Average Market Rent for Leased Space	NA	NA	TBD	TBD	TBD

¹ Hours Offline for Critical Building Systems, Percent of Projects Meeting Initial Design and Construction Costs, and Percent of Projects Meeting Initial Design and Construction Timeline Performance Measures are near completion and data will be collected accordingly.

² Represents an average of Building Services, Capital Development Needs, Fleet Services, Leased Space Needs, Print/Mail/Archives Services, and Procurement Services average ratings. (Scale: 1 to 4, 1= poor, 4= good).

³ Projections are under construction because of pending projects scheduled to come on line FY10 and FY11.

⁴ Survey is being developed to collect data for the above measures going forward.

⁵ Percent of procurements completed on time and County rent vs. average market rent measures are under construction.

ACCOMPLISHMENTS AND INITIATIVES

❖ **During the FY09 reorganization, a Quality Control Section was created in the Building Design and Construction Division. This Section oversees design and construction quality of County building projects. The Division also added a scheduler and cost estimator to better control project schedules and costs.**

❖ **Increase fluorescent lightbulb recycling by 33% from an average rate of 60% to an average rate of 80%.**

❖ **Streamline the process for purchasing parts costing less than \$500 - the majority of parts purchased.**

❖ **Productivity Improvements**

- **Digitize work processes saving paper, filing space and staff time.**

PROGRAM CONTACTS

Contact Annette Cheng of the Department of General Services at 240.777.6121 or Adam Damin of the Office of Management and Budget at 240.777.2794 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Office of Procurement

The mission of the Office of Procurement is to preserve the public trust and ensure the integrity of the public procurement process through the efficient, effective, and economical procurement of goods, services, and construction in accordance with nationally recognized best practices; resulting in the highest value for County government and its residents.

The core components of this program are to purchase goods, services, and construction required by County departments in the most timely and cost-effective manner possible. Program staff assists departments in the development of procurement strategies and documents to ensure a competitive and fair procurement process in accordance with the County Code and the Procurement Regulations. Program staff also helps vendors understand the County's procurement process and procedures.

Procurement staff also provides County departments with training, assistance and guidance of department contract administrators. Further, Procurement works collaboratively with the Office of Business Relations and Compliance, the Office of Partnerships and other departments to build relationships with and provide training to businesses and non-profits interested in doing business with Montgomery County. Procurement Specialists develop contract administration procedures and research, review, and recommend revisions to County procurement policies and regulations to streamline the procurement process. In addition, testimony and other evidence regarding claims and contract disputes with contractors are reviewed to resolve issues.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	2,174,110	27.9
Technical Adj: Work year correction to properly reflect charges to capital budget	0	-1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	289,070	0.9
FY10 Approved	2,463,180	27.8

Office of Business Relations and Compliance

The mission of the Office of Business Relations and Compliance (OBRC) is to plan and implement programmatic strategies to expand business opportunities for Minority, Female and Disabled Persons business owners and small businesses in Montgomery County. The office administers the County's Living and Prevailing Wage programs for service and construction contracts. The OBRC is solely responsible for ensuring the socio-economic programs of the County are compliant with applicable laws.

Minority, Female and Disadvantage Persons (MFD)

The MFD program objectives focus on annual goals of awarding a designated percentage of the total dollar value of negotiated contracts over \$50,000 to Maryland Department of Transportation certified minority, female, or disabled-owned businesses by procurement source. In addition, the program identifies MFD firms; encourages and coordinates their participation in the procurement process through community outreach and internal seminars; and monitors contracts subject to MFD participation to ensure compliance.

Local Small Business Reserve Program (LSBRP)

The mission of the Local Small Business Reserve Program is to ensure that County departments award a minimum of 10 percent of total contract dollars issued for goods, services or construction to registered local small businesses. The program assists County departments to identify contracting opportunities and solicitations appropriate for LSBRP competition. The program provides training and networking to help local small businesses compete with businesses of similar size and resources for County contracts strengthening in the local small business sector.

Living Wage

The mission of the Living Wage program is to ensure that County contractors and subcontractors pay employees, at a minimum, a "living wage" in compliance with the annually adjusted rate established by the Montgomery County Wage Requirements Law on qualifying contracts.

Prevailing Wage

The mission of the Prevailing Wage program is to ensure that contractors and subcontractors pay prevailing wages, as established by the Maryland State Commissioner of Labor and Industry for the Montgomery County region, to workers on certain construction projects awarded by the County.

Program Performance Measures	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
Percent of Contract Dollars Awarded to Minority/Female/Disabled owned businesses	22.3	18.0	21	21	21
Value of County contracts awarded to local small businesses (\$000) ¹	8,039	12,078	15,000	20,000	20,000

¹ The Local Small Business Reserve Program began in January, 2006.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	508,770	5.0
Shift: Manager III from Fleet Management (Motor Pool) to Department of General Services Director's Office (General Fund)	166,450	1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-74,810	-1.2
FY10 Approved	600,410	4.8

Automation

The Automation Program provides staffing, material, and support to develop and maintain information systems in support of the Department's business operations. This includes purchase and maintenance of Information Technology (IT) equipment, service and support for major end use systems on a County-wide basis. IT management of system and website design and maintenance is included in this program as well as coordination with the County Department of Technology Services.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	370,900	3.0
Technical Adj: To reflect Information Technology Technicians approved in FY09	121,290	2.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	28,820	-1.0
FY10 Approved	521,010	4.0

Division of Facilities Management

The Division of Facilities Management's mission is to provide for the comprehensive planning and delivery of maintenance services and oversight of building-related operations at County facilities used by County staff and residents. Components of these programs are routine, preventive, correctional and conditional maintenance; housekeeping; grounds maintenance; recycling; building structure and envelope maintenance; electrical/mechanical systems operations and maintenance; small to mid-sized remodeling projects; snow removal, and damage repair from snow, wind, rain, and storm events; and customer service. The energy management program provides technicians to monitor and maintain heating and cooling systems to ensure the most efficient use of these services. In addition, Facilities Management manages several comprehensive Capital Improvements Program (CIP) projects aimed at sustaining efficient and reliable facility operation to protect and extend the life of the County's investment in facilities and

equipment.

Program Performance Measures	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
Hours Offline for Critical Building Systems ¹	NA	NA	TBD	TBD	TBD
Condition of Non-critical Building Systems and Aesthetics ²	NA	NA	NA	TBD	TBD

¹ Hours Offline for Critical Building Systems, Percent of Projects Meeting Initial Design and Construction Costs, and Percent of Projects Meeting Initial Design and Construction Timeline Performance Measures are near completion and data will be collected accordingly.

² Survey is being developed to collect data for the above measures going forward.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	22,198,400	110.0
Increase Cost: Operating Budget Impacts of the General Electric Facility	1,600,000	0.0
Increase Cost: Operating Budget Impacts of Facility Projects Completed in the Capital Improvements Program	398,300	0.0
Increase Cost: City of Rockville Restroom Maintenance (Reimbursed by the City)	7,000	0.0
Decrease Cost: Fleet Adjustments	-7,800	0.0
Decrease Cost: Various supplies	-121,780	0.0
Decrease Cost: Miscellaneous operating expenses	-234,520	0.0
Decrease Cost: Increase Lapse	-246,310	-0.5
Decrease Cost: Various service contracts for County facilities reduced 6 percent	-1,434,090	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-548,300	-0.7
FY10 Approved	21,610,900	108.8

Notes: The Miscellaneous adjustment reflects the shift of \$90,940 (0.9 WY) from Facilities Management to the Environmental Stewardship program.

Environmental Stewardship

This newly developed program focuses on maintaining Montgomery County's leadership in environmentally sensitive maintenance, construction, and operation of County facilities. In this role, the program will develop and oversee the energy and facility environmental programs; monitor new and renovated building systems to ensure proper functioning; obtain necessary permits where applicable and ensure compliance with the terms of the permits; perform building systems diagnostics to analyze failures and recommend and coordinate corrective measures implementation; conduct facility assessments of building conditions and retrofit buildings where appropriate, evaluate maintenance standards; and investigate indoor air quality complaints. This program also oversees the utilities management function and implements strategies to maximize cost savings and reduce energy use from utility deregulation throughout the County. In addition this program provides and coordinates the required maintenance of the County's Stormwater Management facilities.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	0	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	188,310	2.1
FY10 Approved	188,310	2.1

Notes: The Miscellaneous adjustment reflects the shift of \$97,370 (1.2 WY) from Administration and \$90,940(0.9 WY) from Facilities Management to the Environmental Stewardship program.

Central Duplicating, Imaging, Archiving & Mail Svcs.

This program provides timely and efficient document management through: high-speed photocopying service to all County agencies; desktop and electronic publishing; high-speed color copying; bindery; digital imaging; and electronic and physical archiving of County records. This program also serves as point of contact for County printing material produced and completed by Montgomery County Public Schools (MCPS). A print shop consolidation took effect in FY00 in which all County offset printing is provided by MCPS. This program also provides for the daily receipt, sorting, and distribution of mail deliveries from the U.S. Postal Service and inter-office mail to County agencies.

Program Performance Measures	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
Percentage of records requested/delivered on time ¹	NA	NA	NA	TBD	TBD
Percentage of print jobs completed on time	NA	NA	NA	TBD	TBD
Mail Cost Savings	NA	NA	NA	TBD	TBD

¹ Central duplicating measures will be developed

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	6,583,470	31.0

	Expenditures	WYs
Increase Cost: Replacement of Printing, Mail, and Imaging Equipment per Schedule	144,380	0.0
Increase Cost: Annualization of FY09 Lapsed Positions	50,080	1.0
Increase Cost: Charge General Fund Work Years to the Central Duplicating Fund	22,020	0.2
Increase Cost: Records Management Warehouse Lease	20,000	0.0
Increase Cost: Retirement Adjustment	17,800	0.0
Increase Cost: Service Increment	17,660	0.0
Increase Cost: Motor Pool Rate Adjustment	15,720	0.0
Increase Cost: Equipment Maintenance	10,000	0.0
Increase Cost: Annualization of FY09 Service Increment	7,030	0.0
Increase Cost: Group Insurance Adjustment	6,120	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY09	-9,540	0.0
Decrease Cost: Savings realized through presorting mail	-83,300	0.0
Decrease Cost: Retirement Incentive Program (RIP) Savings	-93,860	-1.0
Decrease Cost: Paper Purchase	-179,090	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	0	0.2
FY10 Approved	6,528,490	31.4

Real Estate Program

This program provides for leasing, site acquisition/disposition, space management and site evaluation. The leasing function recommends, plans, coordinates, implements, and administers the leasing of real property for both revenue and expense leases, including closed school facilities at the best economic and operational value to the County. Site acquisition/disposition is the purchase of property for County use and disposition is the sale or lease of surplus property. The space management function provides for the efficient and aesthetic utilization of space in County-owned and leased facilities. The site evaluation function provides technical support to site evaluation committees for Capital Improvements Program (CIP) projects.

Program Performance Measures	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
County Rent vs. Average Market Rent for Leased Space	NA	NA	TBD	TBD	TBD

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	906,490	7.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	16,930	0.0
FY10 Approved	923,420	7.0

Building Design and Construction

This program provides for the overall management of the Department's facility Capital Improvements Program (CIP). This program includes the comprehensive, timely, economic and environmentally efficient planning, designing and construction of buildings for County use as well as public venues owned by the County. This program also provides comprehensive architectural and engineering services from planning through design. Functional elements include programming, contract administration, planning management, design management, and project management. The planning, design, and construction of facilities is accomplished in accordance with LEED Silver standards as required by County regulation, and following best practices in project design and construction estimating, and the timely delivery of facilities based on project schedules developed for and published in the County CIP.

Program Performance Measures	Actual FY07	Actual FY08	Estimated FY09	Approved FY10	Projected FY11
Percent of Projects Meeting Initial Design and Construction Costs	NA	NA	TBD	TBD	TBD
Percent of Projects Meeting Initial Design and Construction Timeline	NA	NA	TBD	TBD	TBD

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	149,130	0.5
Shift: Division of Building Design and Construction costs to Capital Improvement Program	-142,200	-0.5
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-6,930	0.0
FY10 Approved	0	0.0

Administration

Administration services in the Department are provided in three key areas:

- The Director's Office provides overall leadership for the Department, including policy development, planning, accountability, service integration, customer service, the formation of partnerships and the oversight of socio-economic programs which include the Business Relations and Compliance Program. The Director's Office also handles administration of the day-to-day operations of the Department, including direct service delivery, operating and capital budget preparation and administration, training, contract management logistics, and facilities support and human resources.
- The County Executive's Strategic Growth Initiative and other key strategic capital initiatives are also directed through the Office of Planning and Development in the Director's office.
- The Division of Real Estate and Management Services provides oversight and direction of the preparation and monitoring of the Operating and Capital Improvements Program (CIP) budgets for the department; fuel management; payment processing; Invitations for Bid (IFB), Requests for Proposal (RFP) and contracts; inventory and facility management; the management and administration of computer and office automation activities; Strategic Planning for the Director; and oversight of all personnel activities of the Department of General Services.

FY10 Approved Changes	Expenditures	WYs
FY09 Approved	2,013,480	13.3
Increase Cost: Rent for Day Laborer Centers	25,400	0.0
Decrease Cost: Central Duplicating Recovery Charge	-440	0.0
Shift: Charge Workyears to Central Duplicating Fund	-22,020	-0.2
Decrease Cost: Realize Efficiencies from Digitizing Work Processes	-441,520	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	88,820	-0.1
FY10 Approved	1,663,720	13.0

Notes: The Miscellaneous adjustment reflects the Shift of \$97,370 (1.2 WY) from Administration to the Environmental Stewardship program.

BUDGET SUMMARY

	Actual FY08	Budget FY09	Estimated FY09	Approved FY10	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	0	10,509,130	11,372,790	10,662,560	1.5%
Employee Benefits	0	4,376,320	3,922,220	4,237,710	-3.2%
County General Fund Personnel Costs	0	14,885,450	15,295,010	14,900,270	0.1%
Operating Expenses	0	13,435,830	15,038,450	13,070,680	-2.7%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	0	28,321,280	30,333,460	27,970,950	-1.2%
PERSONNEL					
Full-Time	0	216	216	220	1.9%
Part-Time	0	6	6	6	—
Workyears	0.0	166.7	166.7	167.5	0.5%
REVENUES					
Strathmore: Maintenance & Utilities	0	250,000	250,000	250,000	—
Grey Courthouse: Maintenance	0	467,000	467,000	467,000	—
Solicitation Fee: Formal On-Line	0	3,210	3,210	3,210	—
Solicitation Fee: Formal	0	8,130	8,130	8,130	—
Protest Fees	0	1,000	1,000	1,000	—
Photocopying Fees	0	100	100	100	—
Information Requests	0	600	600	600	—
County General Fund Revenues	0	730,040	730,040	730,040	—
PRINTING AND MAIL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	1,635,779	1,747,550	1,688,590	1,783,670	2.1%
Employee Benefits	601,668	681,170	573,710	671,900	-1.4%
Printing and Mail Internal Service Fund Personnel Costs	2,237,447	2,428,720	2,262,300	2,455,570	1.1%
Operating Expenses	3,654,857	3,746,750	3,728,590	3,526,540	-5.9%
Debt Service Other	158,815	0	0	0	—
Capital Outlay	18,662	408,000	352,500	546,380	33.9%
Printing and Mail Internal Service Fund Expenditures	6,069,781	6,583,470	6,343,390	6,528,490	-0.8%
PERSONNEL					
Full-Time	29	31	31	30	-3.2%
Part-Time	1	1	1	1	—
Workyears	30.0	31.0	31.0	31.4	1.3%
REVENUES					
Mail Revenues	2,918,075	2,389,150	2,389,150	2,272,510	-4.9%
Print Revenues	2,767,422	3,229,350	3,229,350	3,489,360	8.1%
Other	0	116,730	116,730	0	—
Imaging/Archiving	743,835	914,590	914,590	911,180	-0.4%
Printing and Mail Internal Service Fund Revenues	6,429,332	6,649,820	6,649,820	6,673,050	0.3%
DEPARTMENT TOTALS					
Total Expenditures	6,069,781	34,904,750	36,676,850	34,499,440	-1.2%
Total Full-Time Positions	29	247	247	250	1.2%
Total Part-Time Positions	1	7	7	7	—
Total Workyears	30.0	197.7	197.7	198.9	0.6%
Total Revenues	6,429,332	7,379,860	7,379,860	7,403,090	0.3%

FY10 APPROVED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY09 ORIGINAL APPROPRIATION	28,321,280	166.7
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Operating Budget Impacts of the General Electric Facility [Division of Facilities Management]	1,600,000	0.0
Increase Cost: Operating Budget Impacts of Facility Projects Completed in the Capital Improvements Program [Division of Facilities Management]	398,300	0.0
Shift: Manager III from Fleet Management (Motor Pool) to Department of General Services Director's Office (General Fund) [Office of Business Relations and Compliance]	166,450	1.0
Technical Adj: To reflect Information Technology Technicians approved in FY09 [Automation]	121,290	2.0
Increase Cost: Service Increment	92,990	0.0
Increase Cost: Retirement Adjustment	86,530	0.0
Increase Cost: Group Insurance Adjustment	44,890	0.0
Increase Cost: Rent for Day Laborer Centers [Administration]	25,400	0.0
Increase Cost: City of Rockville Restroom Maintenance (Reimbursed by the City) [Division of Facilities Management]	7,000	0.0
Increase Cost: Printing and Mail Adjustments	3,440	0.0
Technical Adj: Work year correction to properly reflect charges to capital budget [Office of Procurement]	0	-1.0
Technical Adj: Workyear adjustment due to rounding	0	0.1
Decrease Cost: Central Duplicating Recovery Charge [Administration]	-440	0.0
Decrease Cost: Fleet Adjustments [Division of Facilities Management]	-7,800	0.0
Shift: Charge Workyears to Central Duplicating Fund [Administration]	-22,020	-0.2
Decrease Cost: Additional Lapse Savings	-51,280	-0.5
Decrease Cost: Motor Pool Rate Adjustment	-53,850	0.0
Decrease Cost: Allocation of Savings Associated with MC311 Efficiencies	-70,000	0.0
Increase Cost: Annualization of FY09 Personnel Costs	-70,810	0.4
Decrease Cost: Various supplies [Division of Facilities Management]	-121,780	0.0
Shift: Division of Building Design and Construction costs to Capital Improvement Program [Building Design and Construction]	-142,200	-0.5
Decrease Cost: Miscellaneous operating expenses [Division of Facilities Management]	-234,520	0.0
Decrease Cost: Increase Lapse [Division of Facilities Management]	-246,310	-0.5
Decrease Cost: Realize Efficiencies from Digitizing Work Processes [Administration]	-441,520	0.0
Decrease Cost: Various service contracts for County facilities reduced 6 percent [Division of Facilities Management]	-1,434,090	0.0
FY10 APPROVED:	27,970,950	167.5
PRINTING AND MAIL INTERNAL SERVICE FUND		
FY09 ORIGINAL APPROPRIATION	6,583,470	31.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Replacement of Printing, Mail, and Imaging Equipment per Schedule [Central Duplicating, Imaging, Archiving & Mail Svcs.]	144,380	0.0
Increase Cost: Annualization of FY09 Lapsed Positions [Central Duplicating, Imaging, Archiving & Mail Svcs.]	50,080	1.0
Increase Cost: Charge General Fund Work Years to the Central Duplicating Fund [Central Duplicating, Imaging, Archiving & Mail Svcs.]	22,020	0.2
Increase Cost: Records Management Warehouse Lease [Central Duplicating, Imaging, Archiving & Mail Svcs.]	20,000	0.0
Increase Cost: Retirement Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	17,800	0.0
Increase Cost: Service Increment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	17,660	0.0
Increase Cost: Motor Pool Rate Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	15,720	0.0
Increase Cost: Equipment Maintenance [Central Duplicating, Imaging, Archiving & Mail Svcs.]	10,000	0.0
Increase Cost: Annualization of FY09 Service Increment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	7,030	0.0
Increase Cost: Group Insurance Adjustment [Central Duplicating, Imaging, Archiving & Mail Svcs.]	6,120	0.0
Technical Adj: Due to Rounding	0	0.2
Decrease Cost: Elimination of One-Time Items Approved in FY09 [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-9,540	0.0
Decrease Cost: Savings realized through presorting mail [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-83,300	0.0
Decrease Cost: Retirement Incentive Program (RIP) Savings [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-93,860	-1.0
Decrease Cost: Paper Purchase [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-179,090	0.0
FY10 APPROVED:	6,528,490	31.4

PROGRAM SUMMARY

Program Name	FY09 Approved		FY10 Approved	
	Expenditures	WYs	Expenditures	WYs
Office of Procurement	2,174,110	27.9	2,463,180	27.8
Office of Business Relations and Compliance	508,770	5.0	600,410	4.8
Automation	370,900	3.0	521,010	4.0
Division of Facilities Management	22,198,400	110.0	21,610,900	108.8
Environmental Stewardship	0	0.0	188,310	2.1
Central Duplicating, Imaging, Archiving & Mail Svcs.	6,583,470	31.0	6,528,490	31.4
Real Estate Program	906,490	7.0	923,420	7.0
Building Design and Construction	149,130	0.5	0	0.0
Administration	2,013,480	13.3	1,663,720	13.0
Total	34,904,750	197.7	34,499,440	198.9

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY09		FY10	
		Total\$	WYs	Total\$	WYs
COUNTY GENERAL FUND					
CIP	CIP	367,350	2.8	6,043,940	49.6
Economic Development	County General Fund	152,830	0.0	0	0.0
Environmental Protection	Water Quality Protection Fund	222,240	2.0	238,010	2.0
Fleet Management Services	Motor Pool Internal Service Fund	260,240	0.8	281,840	0.8
Liquor Control	Liquor Control	303,300	0.5	327,790	0.5
Parking District Services	Bethesda Parking District	4,490	0.0	5,010	0.1
Parking District Services	Silver Spring Parking District	4,490	0.1	5,010	0.1
Solid Waste Services	Solid Waste Collection	36,660	0.1	0	0.0
Solid Waste Services	Solid Waste Disposal	44,910	0.5	0	0.0
Transit Services	Mass Transit	324,700	0.3	10,020	0.1
Utilities	County General Fund	173,430	0.0	195,060	0.0
Total		1,894,640	7.1	7,106,680	53.2

